



Occupational Safety and Health (OSH) Policy

Work Safety and Health Standards

POLICY

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Effectivity Date of last revision	N/A
Frequency of Document Review:	1 year after the approved date of the recent version (recommended)

***unless otherwise indicated, this policy will still apply beyond the review date**

<p><i>Related legislation, standards, policies, procedures, guidelines, and local protocols</i></p>	<p>External References: Occupational Health and Safety Standards of 2017 Republic Act 11058 - An act strengthening compliance with occupational health and safety standards and providing penalties for violations Department Order 198-18 -Implementing rules and regulations of RA 11058 ISO 14001:2018 Occupational Health and Safety Management Systems</p> <p>Internal References: Converge ICT Solutions, Inc. - UN Global Compact Letter of Commitment (April 1, 2022) Human Rights Policy - POL-CGDP-REG-0001 Employee Discipline Policy - CICT-HR POLICY-001 CICT Incident Management Guideline - GUI-ERMG-IMS-0001</p>
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1. Purpose of this Policy

Converge Information and Communications Technology Solutions, Inc. (“Converge” or “the Company”) is committed to ensuring and providing a safe working environment for all employees, contractors, subcontractors, and visitors. This policy establishes the Company's commitment to preventing injuries, accidents, and work-related illnesses through effective health and safety management.

The fundamental objectives of this policy are:

- To establish a Health and Safety framework that will guide the company to undertake all its activities in a manner that promotes the health, safety, and welfare of all its stakeholders;
- To institute processes and practices that will prevent and mitigate both human and economic losses arising from accidents and adverse occupational exposures;
- To create the governance structure and define responsibilities for managing the health and safety of all the stakeholders of the company;
- To ensure compliance with applicable laws and regulations; and
- To promote a culture of health and safety within the Company.

2. Scope of this Policy

This policy shall apply to all employees of Converge ICT Solutions Inc. and may be adopted in whole or in part by its subsidiaries and/or affiliate companies by reference as deemed necessary and practicable by their respective management teams. Other relevant stakeholders such as but not limited to customers, investors, suppliers, vendors, business partners, third-party intermediaries, and communities are expected to embody the principles enshrined in our policy statements.

In addition, this policy may be applied in resolving disputes or complaints lodged against trainees, apprentices, interns, consultants, or any other personnel with whom the Company, for whatever reason, has signed an agreement in a capacity other than as an employee. In this light, all third parties to whom the Company has a contractual relationship must see to it that their policies and practices adhere to this Policy.

3. Reference

- Occupational Health and Safety Standards of 2017
- Republic Act 11058: An act strengthening compliance with occupational health and safety standards and providing penalties for violations
- Department Order 198-18: Implementing rules and regulations of RA 11058
- ISO 14001:2018 Occupational Health and Safety Management Systems
- Converge ICT Solutions, Inc. - UN Global Compact Letter of Commitment (April 1, 2022)

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4. Definitions

Term	Definition
Employees	All employees of Converge ICT Solutions, Inc. regardless of employment status, who are covered by this policy
Workplace	as defined in OSHS refers to “the office, premises, work site, where the workers are habitually employed and shall include office or place where the workers, who have no fixed definite work site, regularly report for assignment in the course of their employment”.
Health & Safety Committee	is the committee tasked to plan and oversee Company health and safety programs in accordance with Philippine labor laws and standards. The committee is composed of: (1) Chairman - Operations Head, (2) Members: One supervisor and 3 members (3) Secretary (safety man)
First Aider	is an employee/graduate first aider, who has been designated as such by the Company

5. Policy Statement

The Company is committed to protecting and promoting the health, safety, and welfare of all its employees, contractors, partners, and stakeholders. The company aims to ensure compliance with the Department of Labor and Employment (DOLE) regulations, including DOLE DO 18-A, by providing a safe working environment for all employees, contractors, subcontractors, and visitors.

As part of this commitment, we will:

1. Ensure compliance with all applicable local and international occupational safety and health regulations, standards, and guidelines.
2. Proactively implement measures to identify, assess, and control workplace hazards, minimizing risks to our employees and partners.
3. Promote awareness and training to empower all employees with the necessary knowledge, skills, and tools to maintain a safe working environment.
4. Encourage reporting of unsafe conditions, incidents, or near-misses and take immediate action to address any risks or violations.
5. Conduct regular audits and reviews of our safety policies, procedures, and practices to ensure their effectiveness and relevance.
6. Foster a culture of shared responsibility, where every employee and contractor is encouraged to prioritize safety in every aspect of their work.
7. Support well-being initiatives aimed at promoting mental, emotional, and physical health, recognizing that safety extends beyond physical hazards.
8. Respond swiftly and effectively to emergencies, ensuring readiness through drills, simulations, and the implementation of robust response protocols.

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By adhering to these principles, Converge commits to creating a workplace where safety is a core value, and all individuals are protected, respected, and empowered to contribute to the success of company goals and objectives.

6. Policy Outline

The Company shall develop, implement, maintain, and constantly improve comprehensive Occupational Safety and Health processes and programs to ensure that the company's activities operate under a balanced allocation of organizational resources, aimed at achieving the highest level of OSH performance conforming with national and international standards. The OSH procedures and programs shall be integrated in all aspects of the business to ensure the health and safety of all stakeholders.

A. Roles and Responsibilities

All levels of the company's organization shall be accountable for the delivery of the highest level of OSH performance as identified below:

1. Management:

Management is responsible for ensuring compliance with all relevant DOLE regulations, including DO 18-A, by providing a safe working environment, enforcing health and safety procedures, and ensuring that contractors and subcontractors adhere to these regulations. Management must regularly inspect workplaces, maintain safety equipment, and promptly address safety concerns.

2. Contractors and Subcontractors:

Contractors and subcontractors must comply with the safety policies of Converge and DOLE DO 18-A. They are responsible for ensuring that their employees receive adequate training, PPE, and adhere to safety protocols. They must also report any incidents, accidents, or unsafe conditions immediately to Converge.

3. Supervisors:

Supervisors must enforce safety practices, ensure compliance with DOLE regulations, and make sure that both direct employees and those of contractors or subcontractors follow the safety policies. They are also responsible for providing adequate safety orientation and training.

4. Employees:

All employees, including those of contractors and subcontractors, must adhere to safety policies and procedures, report unsafe conditions, and participate in safety training sessions. They must use personal protective equipment (PPE) as required and refrain from engaging in unsafe behaviors.

All Employees shall be:

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- Made aware of their roles and responsibilities in relation to this policy;
- Placed in jobs consistent with their abilities and training to perform their work safely;
- Educated and trained to develop and maintain competency to perform their work safely;
- Provided with proper materials, tools, equipment, and personal protection equipment as required;
- Informed of foreseeable hazards to their safety and health, if working with exposure to chemical biological, or physical elements;
- Held responsible for immediately reporting to their immediate supervisor any health and safety hazards, accidents, and near-miss accidents.

B. Workplace Implementation

- Facilities shall be periodically inspected to identify and correct conditions that may cause injury, work disruption, or property damage.
- Potential safety and health hazards inherent in materials, intermediates, wastes, and products stored and transported shall be continuously identified so specific protective measures necessary to control or minimize such hazards can be implemented.

C. Safety and Health Programs:

- **Risk Assessment:** The Safety Team will conduct regular risk assessments to identify potential hazards specific to the ICT environment. Risk assessments will include evaluations of workstations, equipment, and other areas of potential concern.
- **Hazard Communication:** The Safety Team will implement a Hazard Communication Program in compliance with the requirements of D.O. 198-18. This includes maintaining Material Safety Data Sheets (MSDS) for chemicals used in the workplace and providing training on safe handling and usage.
- **Ergonomics:** Ergonomic practices will be adopted to prevent musculoskeletal disorders. This includes regular assessments of workstations, ergonomic training, and providing ergonomic equipment as necessary.
- **Electrical Safety:** Compliance with safety standards for electrical systems and equipment will be ensured. This includes proper maintenance of electrical systems, regular inspections, and ensuring employees are trained in electrical safety.
- **Fire Safety:** Fire prevention and protection measures will be implemented in line with D.O. 198-18. This includes maintaining fire safety equipment, conducting regular fire drills, and training employees in emergency evacuation procedures.

D. General Safety Rules:

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1. Incident Reporting:

- Report all fires, spills, and unsafe actions or conditions to the Safety Team. (*Incident Notification Form | FOR-ERMG-IMS-001*)
- All employees, including those from contractors and subcontractors, must report work-related injuries, illnesses, and incidents immediately, regardless of severity. In the unfortunate event of a work-related injury, accident, or illness, proper medical care and attention should foremost be sought for the affected employee or employees, promptly followed by an initial report to the Health and Wellness Team and immediate head of the employee. (*Incident Notification Form | FOR-ERMG-IMS-001*)
- Employees shall ensure prompt reporting to their immediate supervisor/Department Head and the Safety Team if suffering from contagious or communicable disease and illness that will endanger the health of co-employees. (*Work Accident Illness Report | DOLE WAIR-A*)

2. Safe Practices:

- Comply with all safety signs and regulations within the workplace.
- Wear seatbelts when operating or riding in vehicles on company premises.
- Periodic inspection of all safety gear and equipment to ensure that these still serve its intended purpose and regularly provide educational activity to employees on Company safety and health standards.
- Use handrails on stairs and take precautions to avoid falls.
- Maintain good housekeeping practices, keeping work areas clean and free of hazards.

3. Prohibited Actions:

- Do not operate equipment labeled with a "DANGER DO NOT OPERATE" tag.
- Do not use makeshift tools or any equipment that is unsafe.
- Refrain from running in work areas unless during emergencies.
- Avoid all forms of horseplay and do not engage in fighting on the premises.
- Avoid texting or using mobile devices while on the stairways.

4. Personal Protective Equipment (PPE):

- Employees and workers of contractors and subcontractors must wear appropriate PPE, including hard hats, safety footwear, eyewear, gloves, hearing protection, and respiratory protection, depending on the nature of their work.

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- All PPE must be maintained in good condition, inspected regularly, and provided in compliance with DOLE standards.

5. Emergency Procedures:

- Follow local emergency plans or instructions.
- Remain calm, stop work, and proceed safely to the designated assembly point.
- Do not leave the assembly area until an "all clear" signal is given.
- Ensure contractors and subcontractors are informed and trained in emergency procedures.

6. First Aid:

- First aid kits must be available at all work sites, and personnel trained in first aid must be accessible to assist in case of injury.
- All injuries, regardless of severity, must be recorded in the workplace logbook and reported to the appropriate authorities as per DOLE requirements.
- Employees who have been designated as First-Aider shall ensure that their certifications are valid and updated at all times. Certifications shall be submitted to the HR Department after course completion.
- Administration Department and Designated First-Aiders shall maintain in all offices first-aid medicines and equipment, needed to provide emergency first-aid at work.
- Human Resources Department shall arrange the attendance in first-aid courses, first-aid refresher courses, and other related courses, of employees who will be designated as First-Aiders, are designated as First-Aiders.
(The Human Resources Department shall coordinate and arrange for employees designated as First-Aiders to attend initial first-aid training, refresher courses, and any other relevant courses essential to their role.)
- First-aiders have been designated to provide immediate, life-saving medical care in the workplace before further medical help arrives or is sought, as the case may be.

7. Training and Communication:

- All employees, including contractors and subcontractors, will receive regular training on health and safety practices, including the proper use of PPE, emergency procedures, and hazard recognition.
- Safety notices, signs, and posters will be prominently displayed throughout the workplace to reinforce safety awareness.
- Contractors and subcontractors must provide records of their employees' safety training to ensure compliance with DOLE regulations.

8. Compliance with DOLE Regulations:

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- Converge will regularly review its safety practices to ensure alignment with DOLE DO 18-A requirements.
- Contractors and subcontractors must comply with DOLE DO 18-A, including registration, proper wage payments, social security, and occupational health and safety standards.
- The Company will ensure that contracts with subcontractors include clauses on health and safety compliance in accordance with DOLE regulations.

7. Implementation and Communication

The Company is committed to communicating and implementing this document to relevant internal and external stakeholders of the organization. In full transparency, we shall reflect on how we uphold our commitments in our related company documents and reports.

Upon approval of this Occupational Safety and Health Policy, the OSH Committee is tasked to immediately disseminate and enforce this policy, company-wide. It should be noted however that the primary responsibility of ensuring that the provisions of this policy are operationalized rests with the responsible business units and support groups tagged by the Osh Committee and the SHES Committee.

The Company shall review and update this policy on a periodic basis, or as may be necessary to continue addressing document management continual improvement.

8. Non-Compliance and Reporting Process

We expect our personnel, third-party intermediaries, business partners, and other relevant stakeholders to act in full compliance with the provisions of this policy. Anyone found to have violated or infringed this Occupational Safety and Health Policy, in relation to the course of our operations, products, and services, shall be dealt with in accordance with local legislation, supported by our existing policies and procedures.

An employee found to have violated the provisions of this policy may be subject to disciplinary action in accordance with the Company's Employee Discipline Policy.

Any person, with knowledge of, or has observed, any form of disregard for this policy or any act in violation of any related legislation, may choose to file a report to the proper authorities or through the whistleblowing reporting channels for immediate attention. Further details on how the Company handles reports can be found in its Whistleblowing Policy and Whistleblowing Procedure documents.

9. Related document references

Health and Wellness Manual was published last September 22, 2023.

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10. Details of revision/s made to this policy

From time to time the company may make changes to this Policy and relevant Guidelines to improve the effectiveness of its operation.

Version No.	Date	Description of Change	Author/s	Approver/s
1.0	October 15, 2024	Policy Creation	Noel R. Historillo Rio Laine Bringuelo George Ponce de Leon	Ramiro Manuel A. Rey Maria Grace Y. Uy



11. Annex

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